



DEPARTMENT OF PERSONNEL

209 E. Musser Street
Carson City, Nevada 89701-4201
(775) 687-4050

MEMO PERD #01/99

January 12, 1999

TO: All State Agencies

FROM: Jeanne Greene, Acting Director
Department of Personnel

SUBJECT: EXECUTIVE BRANCH POSITION HIRING REVIEW

This memorandum supersedes the October 26, 1998, memorandum regarding the hiring review process.

Governor Guinn has indicated that effective Wednesday, January 13, 1999, all Executive Branch vacancies, with the exception of certain Public Safety classes, must be reviewed to determine if and when they should be filled. Attached is a list of those classes identified as being exempt from the hiring review process due to public safety. Agencies must request approval from the Department of Administration prior to filling all other vacant positions.

1. The "position hiring review" applies to all essential services positions which are vacant (both classified and unclassified) in the Executive Branch, except those:
 - a) Identified on the attached list as being critical to public safety;
 - b) Positions in the offices of the Attorney General, Controller, Secretary of State, and Treasurer; or
 - c) Positions for which "overlap" approval was granted prior to January 13, 1999, and a position number was issued.

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2. The University and Community College System of Nevada and Employers Insurance Company of Nevada are required to adhere to the "position hiring review" process; however, in lieu of approval by the Department of Administration, hiring approval should be obtained through their respective appointing authority process.
3. An agency desiring to fill any vacant position not included in #1 above must first obtain the written approval of the Department of Administration. A *Justification to Fill Vacant Position* form is attached which will provide the necessary information. *Justification to Fill Vacant Position* forms which have already been approved are still valid.
4. The "position hiring review" applies to any type of appointment to a vacant position, i.e., new hires, transfers, promotions, and so on.
5. Employment offers made and accepted prior to January 13, 1999, with employment to commence on or after that date, will still require approval. Agencies must document that offers of employment were made and accepted prior to January 13, 1999, in their submittal to the Department of Administration.
6. Unless prior approval is received, new recruitments will not be announced nor will eligible lists be certified. Because of costs already incurred, recruitments recently closed or scheduled to close will be completed and eligible lists will be established. Also, at this time, recruitments which have been open on a continuous basis will remain open. These include job classes for which recruitment is difficult or which allow applicants to apply directly to agencies or the Division of Employment Security. However, while applications may be accepted under these recruitments, hiring may not occur without prior approval.
7. All NPD-35's submitted by agencies within the Central Payroll System to the Records Section of the Department of Personnel which indicate that a vacant position control number is being filled after January 13, 1999, must be accompanied by written approval from the Department of Administration or salary payment will not be processed. NPD-35's received without approval will be returned to the originating agency. To ensure timely payment, deadlines for documents submitted to Records must be carefully observed.

NPD-35's received from outside paycenters (i.e., the Employers Insurance Company of Nevada, Department of Transportation and the Public Employees Retirement System) which reflect a change of position control number or new hire, must also have approval. Documents submitted without approval will be forwarded to the Department of Administration without processing by the Department of Personnel.
8. **This policy may affect positions which are assigned duties from vacant positions. Caution should be exercised when reassigning duties that could result in reclassification, special**

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salary adjustments or require authorization of overtime so that cost savings of the vacant positions are maximized.

Personnel related questions should be directed to the Department of Personnel's Field Services Division at 687-4050 in Carson City and 486-2900 in Las Vegas. All other questions should be referred to your agency's Budget Analyst in the Department of Administration.

Thank you for your cooperation in this matter.

JG:cp

Attachments

cc: Agency Personnel Liaison
Agency Personnel Representative

MEMORANDUM

TO: _____, Budget Analyst
Budget Division

FROM: _____ PHONE #: _____
Name

Agency

DATE: _____

SUBJECT: JUSTIFICATION TO FILL VACANT POSITION

Authorization is requested to fill the following vacant position:

1.	Budget Account #: _____ Position Control #: _____ Class Title: _____	Class Code #: _____ Grade Level: _____
2.	This position is critical to: Public Safety: <input type="checkbox"/> Client Care: <input type="checkbox"/> Essential Services: <input type="checkbox"/>	
3.	Date position became vacant: _____ If vacant longer than 30 days, explain below:	
4.	How did position become vacant? (termination, transfer-out, retirement, etc.)	
5.	Reason for the urgency to fill and/or consequences of not filling vacancy:	
6.	What is position funding source?	

☐ Approved for hire on: _____

☐ Not approved for hire

Budget Analyst

Date

**PUBLIC SAFETY CLASSES EXEMPT FROM
POSITION HIRING REVIEW**

1.819	Firefighter II
1.852	Firefighter I
1.828	Seasonal Firefighter II
1.831	Seasonal Firefighter I
1.826	Fire Control Dispatcher II
1.827	Fire Control Dispatcher I
6.977	Communications System Specialist II
6.973	Communications Systems Specialist I
11.106	Highway Patrol Trooper II
11.108	Highway Patrol Trooper I
11.107	Highway Patrol Cadet
11.122	Public Safety Dispatcher III
11.124	Public Safety Dispatcher II
11.126	Public Safety Dispatcher I
11.133	Fingerprint/Records Technician III
11.134	Fingerprint/Records Technician II
11.135	Fingerprint/Records Technician I
11.253	University Police Officer II
11.254	University Police Officer I
11.267	Capitol Police Officer
11.705	Firefighter/Driver Operator/Air National Guard
12.501	Warden
12.513	Senior Correctional Officer
12.515	Correctional Officer
12.516	Correctional Officer Trainee
12.537	Group Supervisor II

12.538	Group Supervisor I
12.541	Group Supervisor Trainee
12.556	Correctional Casework Specialist III
12.559	Correctional Casework Specialist II
12.565	Correctional Casework Specialist I
12.571	Correctional Casework Specialist Trainee
12.609	Adult Parole and Probation Officer II
12.612	Adult Parole and Probation Officer I